Cenergy International
Web e-FST Reference Guide

User Manual
Version 2.0

DOCUPEAK SYSTEM™
Provided By
Webiplex, Inc.

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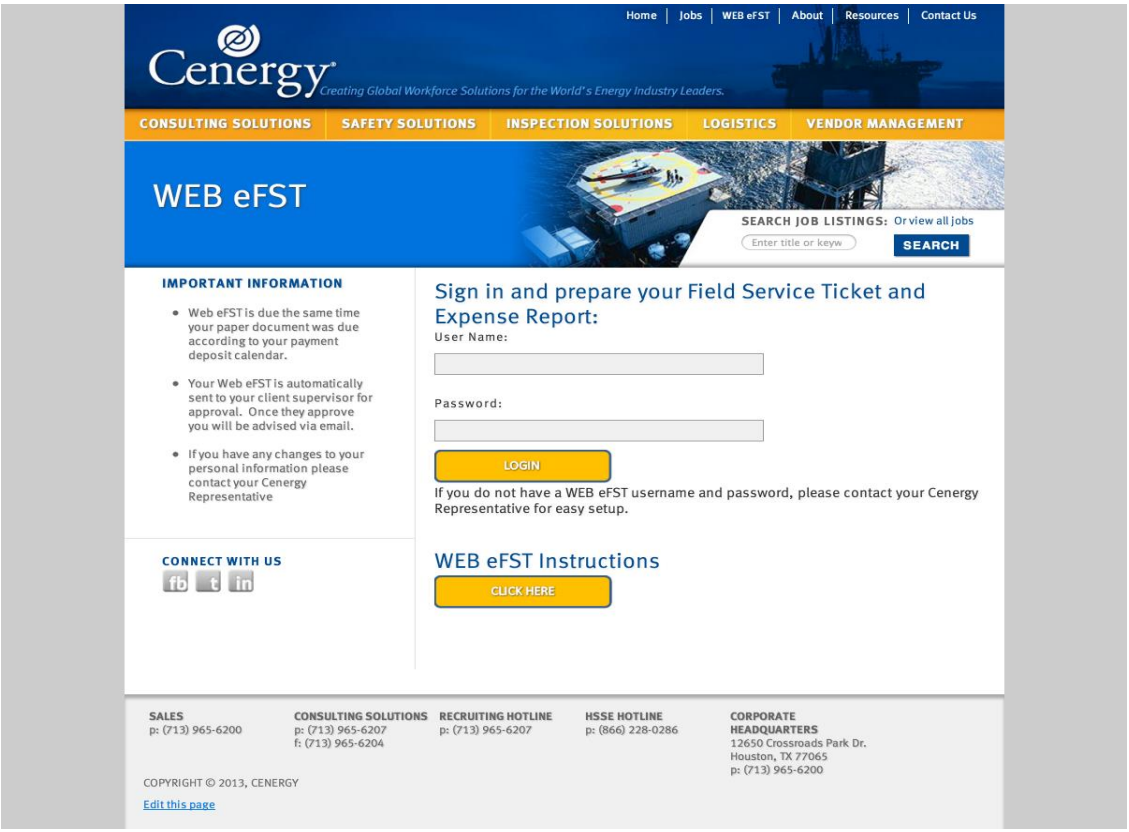
Accessing the Cenergy FST System

Logging In

1. Go to http://www.cenergyintl.com/
2. Select the Web e-FST icon at the top of the home page
3. Enter your User Name and Password then click the “LOGIN” button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Cenergy
Creating Global Workforce Solutions for the World's Energy Industry Leaders.
CONSULTING SOLUTIONS
SAFETY SOLUTIONS
INSPECTION SOLUTIONS
LOGISTICS
VENDOR MANAGEMENT
WEB eFST
SEARCH JOB LISTINGS: Or view all jobs
Enter title or keyw
SEARCH
IMPORTANT INFORMATION
Web eFST is due the same time your paper document was due according to your payment deposit calendar.
Your Web eFST is automatically sent to your client supervisor for approval. Once they approve you will be advised via email.
If you have any changes to your personal information please contact your Cenergy Representative
CONNECT WITH US
Sign in and prepare your Field Service Ticket and Expense Report:
User Name:
Password:
LOGIN
If you do not have a WEB eFST username and password, please contact your Cenergy Representative for easy setup.
WEB eFST Instructions
CLICK HERE
SALES
p: (713) 965-6200
CONSULTING SOLUTIONS
p: (713) 965-6207
f: (713) 965-6204
RECRUITING HOTLINE
p: (713) 965-6207
HSSE HOTLINE
p: (866) 228-0286
CORPORATE HEADQUARTERS
12650 Crossroads Park Dr.
Houston, TX 77065
p: (713) 965-6200
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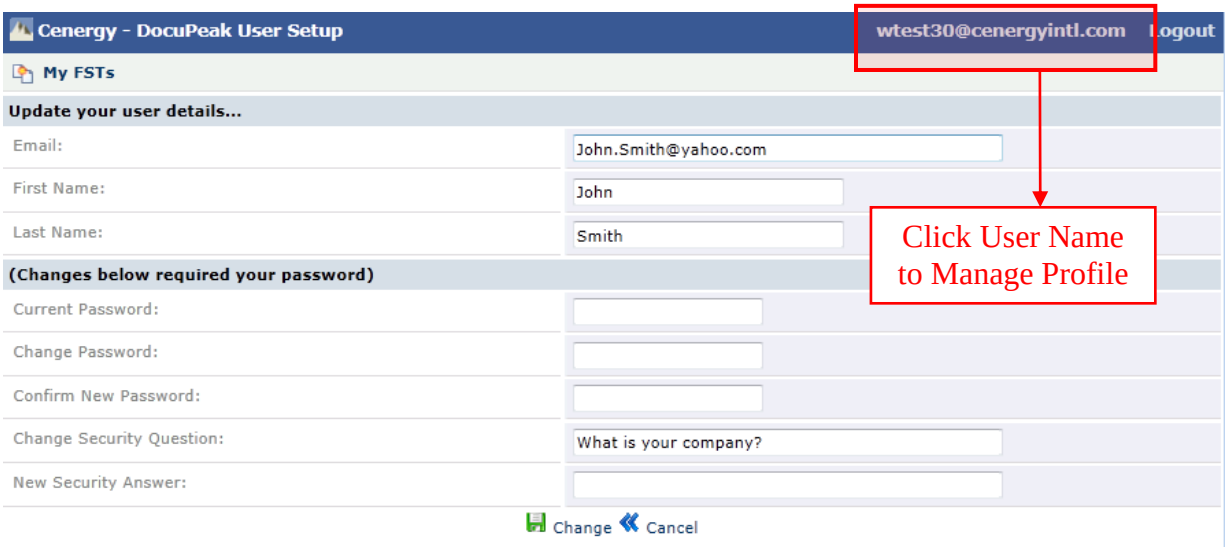
Edit this page

** Upon logging into the Cenergy FST system for the first time, you will be prompted to immediately change your password as described in the next section, **Managing Your Profile**

Managing your Profile

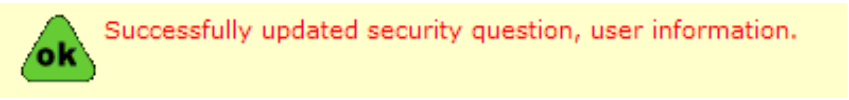
- To change User Details such as email address or password, click on your user name to the left of the “Logout” link.



- Update any user details that you wish to change.
- To change your password, enter your Current Password, and then enter your new password in both the “Change Password” and “Confirm New Password” fields.

- Click the “Change” button to save changes

- The message below will be displayed when your account changes were successful:



Locking your Account

If you enter your password incorrectly five times, your account will be locked and you will have to contact your Cenergy Representative to unlock your account.

Field Service Ticket (FST) Application

Overview of the FST "Dashboard"

The FST dashboard is displayed when you log into the application. From here you can add new FSTs, submit draft FSTs for approval, and view previously submitted FSTs.

1) **Create New FST:** Click this link to open the FST

2) **Column Headers:** Can be used to sort the list of FSTs. Click any header to sort based on that item. Click a second time to reverse the sort order.

3) **Indexing Icon:** Click the icon to the left of the FST Submittal # to view and/or edit the FST.

FST Process

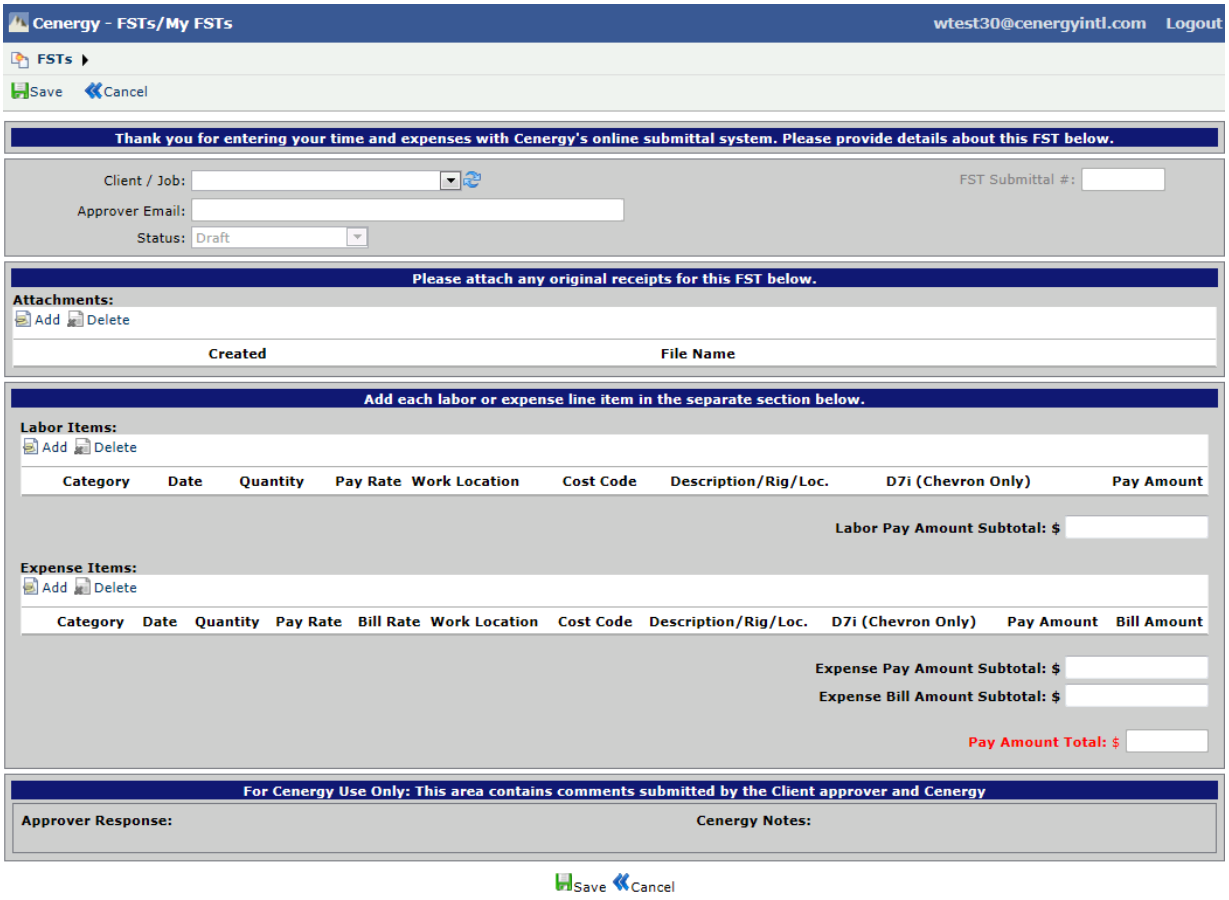
The Cenergy FST application is used to submit FSTs for review and approval.

Creating a new FST

- Click ***Create New FST***

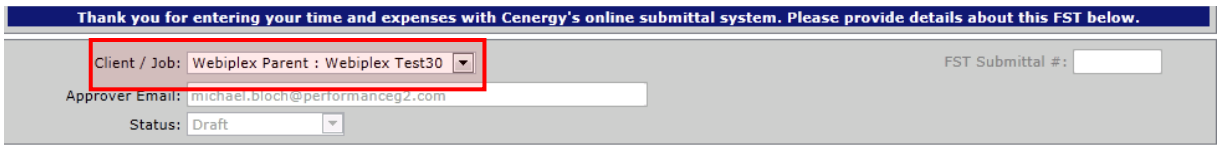
Cenergy - My FSTs
wtest30@cenergyintl.com Logout
My FSTs
Create New FST
Print FAX Cover Sheet
Submit for Approval
Refresh
Search
FST Submittal # | Modified | Folder | Status | Vendor / Consultant | Client / Job | # Items | # Att. | Pay Amount Total | Notes
81 | 2/11/2013 12:32:35 PM | Active | Resubmitted | wtest30@cenergyintl.com | Webiplex Parent : Webiplex, Test31 | 1 | 1 | $78.65 | 2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
80 | 2/11/2013 12:18:56 PM | Archive | Approved | wtest30@cenergyintl.com | Webiplex Parent : Webiplex Test30 | 2 | 1 | $285.51 | 2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
1 of 1 Pages - 2 Total Records

- The ***New FST*** form will open as displayed below


Cenergy - FSTs/My FSTs
wtest30@cenergyintl.com Logout
FSTs
Save
Cancel
Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.
Client / Job:
FST Submittal #:
Approver Email:
Status: Draft
Please attach any original receipts for this FST below.
Attachments:
Add Delete
Created
File Name
Add each labor or expense line item in the separate section below.
Labor Items:
Add Delete
Category Date Quantity Pay Rate Work Location Cost Code Description/Rig/Loc. D7i (Chevron Only) Pay Amount
Labor Pay Amount Subtotal: $
Expense Items:
Add Delete
Category Date Quantity Pay Rate Bill Rate Work Location Cost Code Description/Rig/Loc. D7i (Chevron Only) Pay Amount Bill Amount
Expense Pay Amount Subtotal: $
Expense Bill Amount Subtotal: $
Pay Amount Total: $
For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy
Approver Response:
Cenergy Notes:
Save
Cancel

Select Client / Job

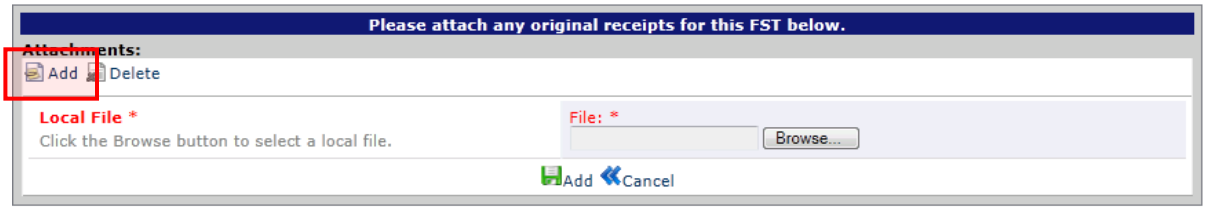
- Select the Client/Job where the work was performed.
  - The Approver email will be automatically populated
  - If the approver email is not the correct approver, please notify your Cenergy representative"
  - The default status will be set to ***Draft***


Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.
Client / Job: Webiplex Parent : Webiplex Test30
FST Submittal #:
Approver Email: michael.bloch@performanceg2.com
Status: Draft

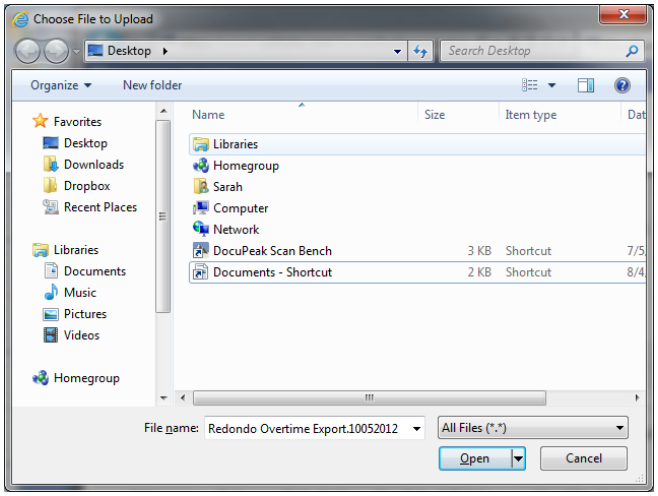
Add Attachments - Upload

Copies of original receipts must be attached to the FST before it can be submitted for approval. To fax receipts instead of scanning and attaching, please see the ***Add Attachments – Fax*** section.

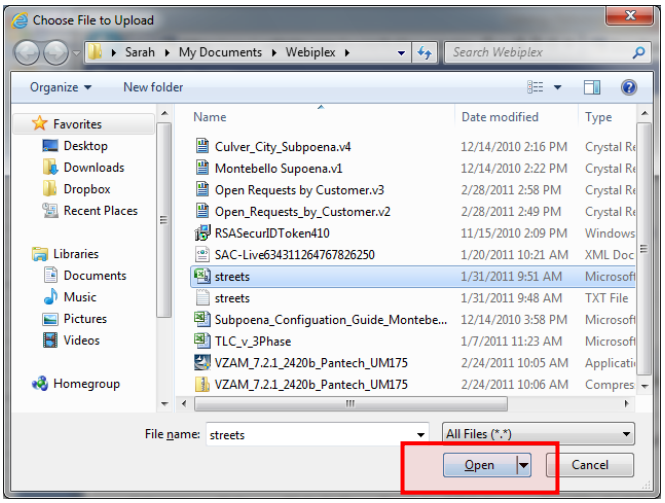
If you have a scanned file with receipts, use the Attachments section to upload copies of the receipts. Click the ***Add*** button under ***Attachments***, and the attachment browse screen will be displayed



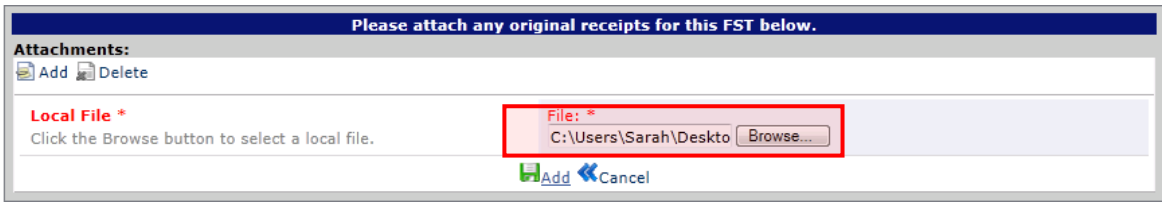
- Click the ***Browse*** button, and the ***Choose File to Upload*** screen will open



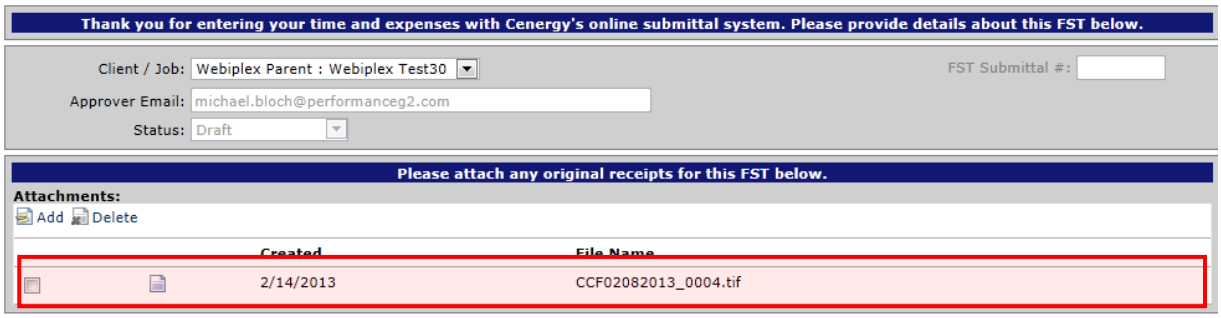
- Find the file on your local computer, then click Open



- Once selected, the file path of the attachment will be displayed under ***File***, then click ***Add***



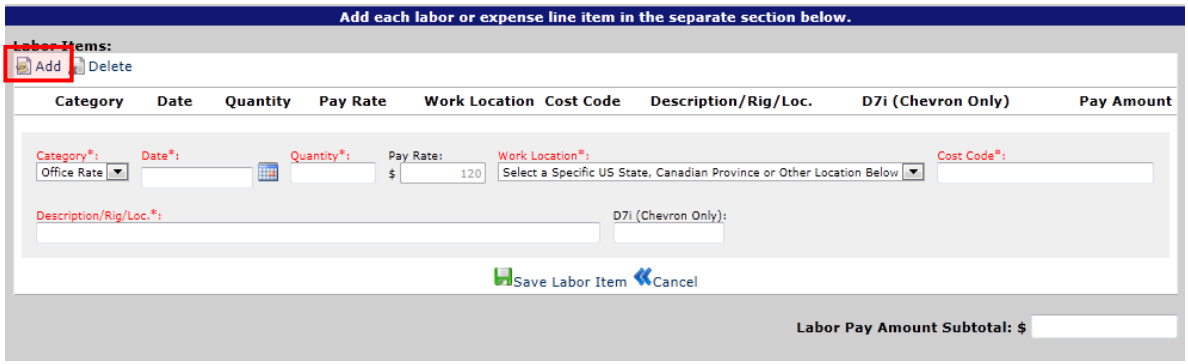
- Your file will be displayed under ***Attachments*** with the create date and File Name.
- If you do not select "add" the document will not attach and be displayed.



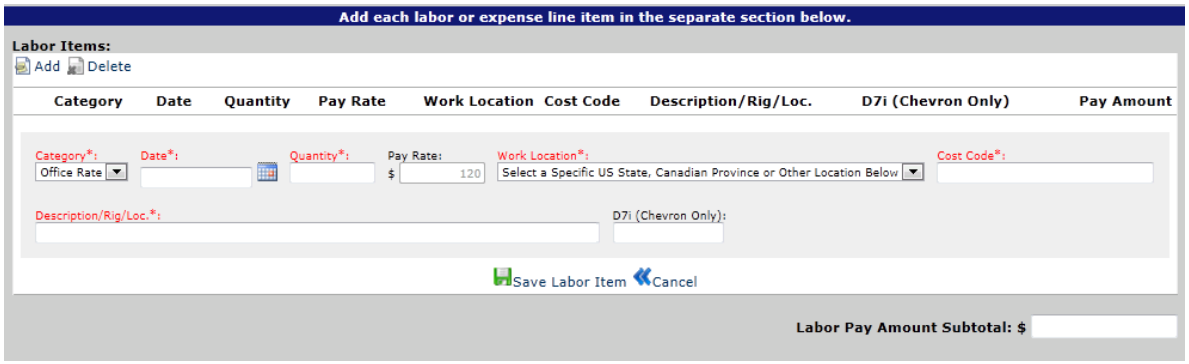
- Repeat the process if you have multiple files to attach

Add Labor Items

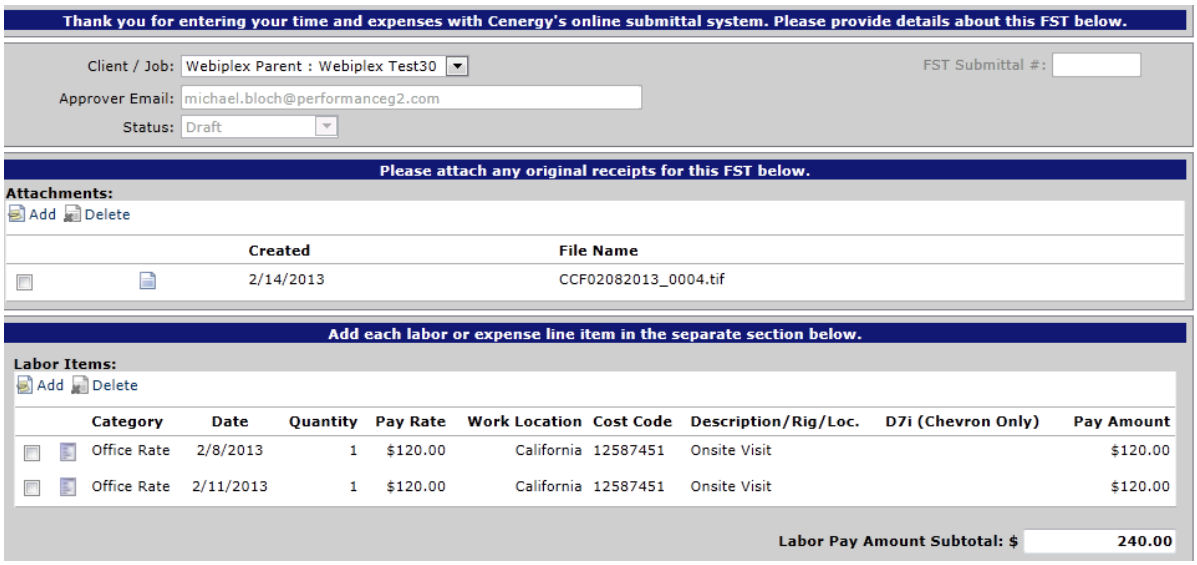
- Click the ***Add* button** to add Labor Items



- Enter all of the Labor Item Fields. Fields with **RED** headings are required, and the record cannot be saved until all required fields are completed.
    - **Category:** Please select the applicable labor category from the drop down list
    - **Date:** Time must be entered individually for each date worked. You may directly type in a date using "MM/DD/YY" format, or select a date by clicking on the calendar icon.
    - **Quantity:** Enter the number of hours or days worked per your pay rate
    - **Pay Rate:** Pay Rate will be auto-populated based on Category selected
    - **Work Location:** Select a Work Location from the drop down list
    - **Cost Code:** Enter the Cost Code (WBS code, cost allocation, network etc)
      Note: Only a single cost code may be entered for each line. When the time entered is to be allocated among multiple cost codes, enter separate line items for each applicable code and allocated time.
    - **Description/Rig/Loc:** Type the description (project, rig, well, and or business area) of work performed
    - **D7i:** (Chevron Only) Enter the D7i code



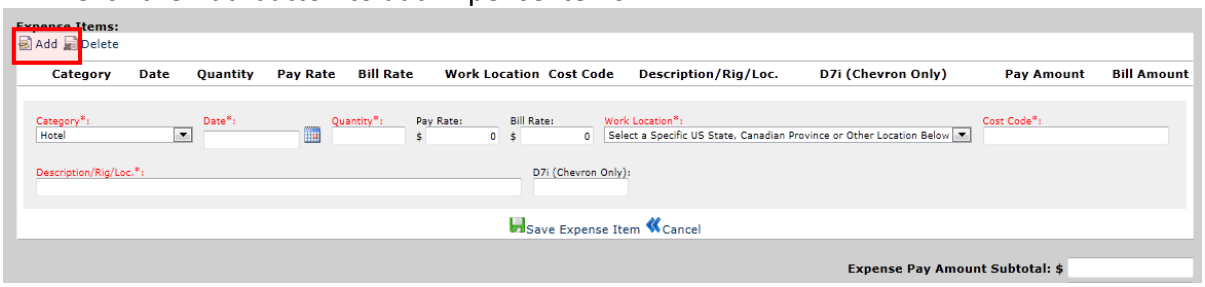
- Once all fields are completed, click ***Save Labor Item*** and the labor item will be displayed in the FST form.
- If you have multiple labor items to enter, follow the above process for each labor item. The Labor Pay Amount Subtotal will be automatically calculated and updated with each labor item that you add.
- When entering additional labor items the previous line will be copied to save time entering information. Make sure to edit each box with the new information where applicable



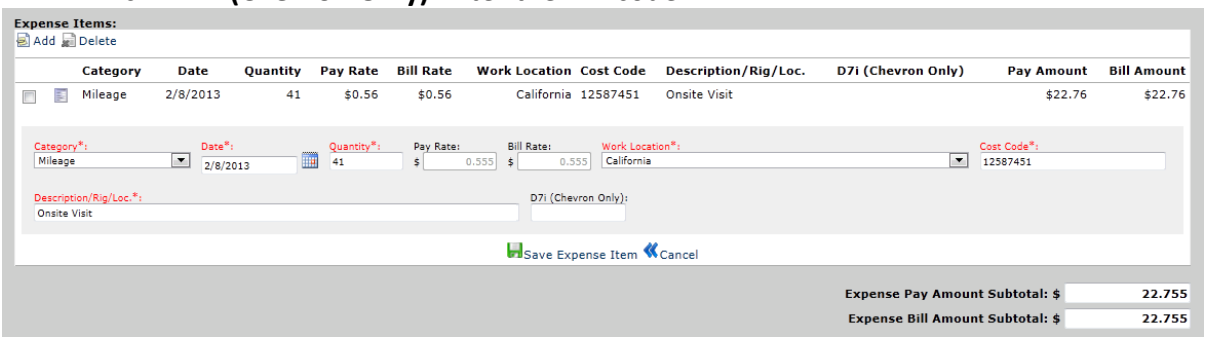
Add Expense Items

Note: Pay rate is your reimbursable amount and bill rate is charged to the client.

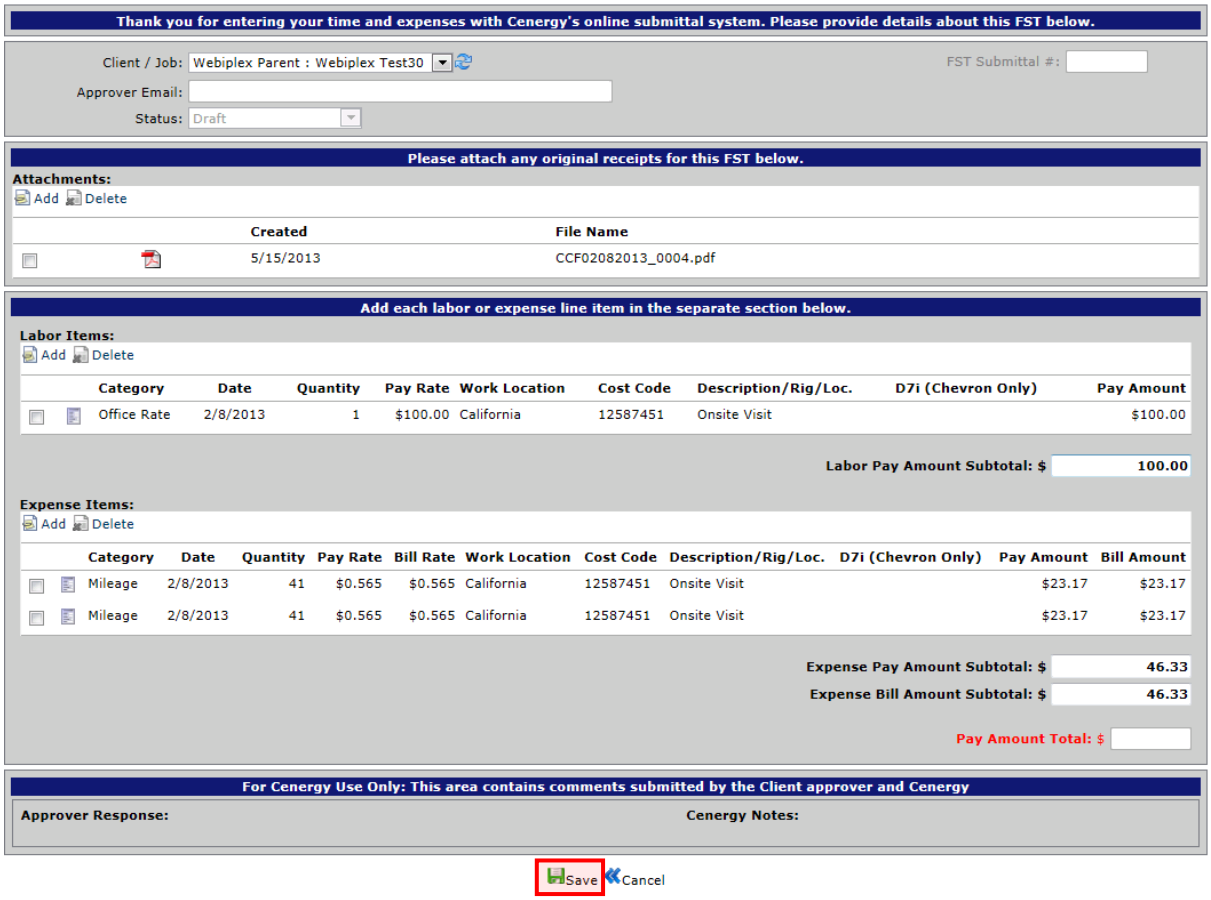
- Click the ***Add*** button to add Expense Items



- Enter all of the Expense Item Fields. Fields with RED headings are required and the record cannot be saved until all required fields are entered.
    - **Category:** Please select the applicable expense category from the drop down list
    - **Date:** Select the date that applies to the Expense. You may directly type in a date using "MM/DD/YY" format, or select a date by clicking on the calendar icon.
    - **Quantity:** Select the quantity
    - **Pay Rate/Bill Rate:** These will either default to a specified amount, or allow you to enter an amount based on category. (ie. Per Diem and Mileage have set rates others will need to be entered).
      For Hotel, enter quantity 1 and the total amount for a single cost code allocation.
      In the description box please describe the number of nights, location etc.
      If, allocating to multiple cost codes enter on separate line items accordingly.
    - **Work Location:** Select a Work Location from the drop down list
    - **Cost Code:** Enter the Cost Code (WBS Code, cost allocation, network etc)
      Note: Only a single cost code may be entered for each line. When the expense entered is to be allocated among multiple cost codes then enter separate line items for each applicable code and allocated expense.
    - **Description/Rig/Loc:** Type the Description of the expense incurred
    - **D7i: (Chevron Only)** Enter the D7i code



- Once all fields are completed, click ***Save Expense Item*** and the expense item will be displayed in the FST form.
- If you have multiple Expense items, follow the above process for each expense item. The Expense Pay Amount and Bill Amount Subtotal will be automatically calculated and updated with each expense item that you add.
- When entering multiple expense items the previous line will be copied to save time entering information. Make sure to edit each box with the new information where applicable.
- If the expense is not reimbursable to you but billable to the client, only enter the amount in the Bill Rate box and confirm the Pay Rate is $0.00.


Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.
Client / Job: Webiplex Parent : Webiplex Test30
FST Submittal #:
Approver Email:
Status: Draft
Please attach any original receipts for this FST below.
Attachments:
Add Delete
Created
File Name
5/15/2013
CCF02082013_0004.pdf
Add each labor or expense line item in the separate section below.
Labor Items:
Add Delete
Category Date Quantity Pay Rate Work Location Cost Code Description/Rig/Loc. D7i (Chevron Only) Pay Amount
Office Rate 2/8/2013 1 $100.00 California 12587451 Onsite Visit $100.00
Labor Pay Amount Subtotal: $ 100.00
Expense Items:
Add Delete
Category Date Quantity Pay Rate Bill Rate Work Location Cost Code Description/Rig/Loc. D7i (Chevron Only) Pay Amount Bill Amount
Mileage 2/8/2013 41 $0.565 $0.565 California 12587451 Onsite Visit $23.17 $23.17
Mileage 2/8/2013 41 $0.565 $0.565 California 12587451 Onsite Visit $23.17 $23.17
Expense Pay Amount Subtotal: $ 46.33
Expense Bill Amount Subtotal: $ 46.33
Pay Amount Total: $
For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy
Approver Response:
Cenergy Notes:
Save
Cancel

- Click the save button at the top or bottom of the form to save the record. The FST will be saved as a draft, allowing you to return and continue to add attachments, Labor Items and Expense items, until it has been submitted.

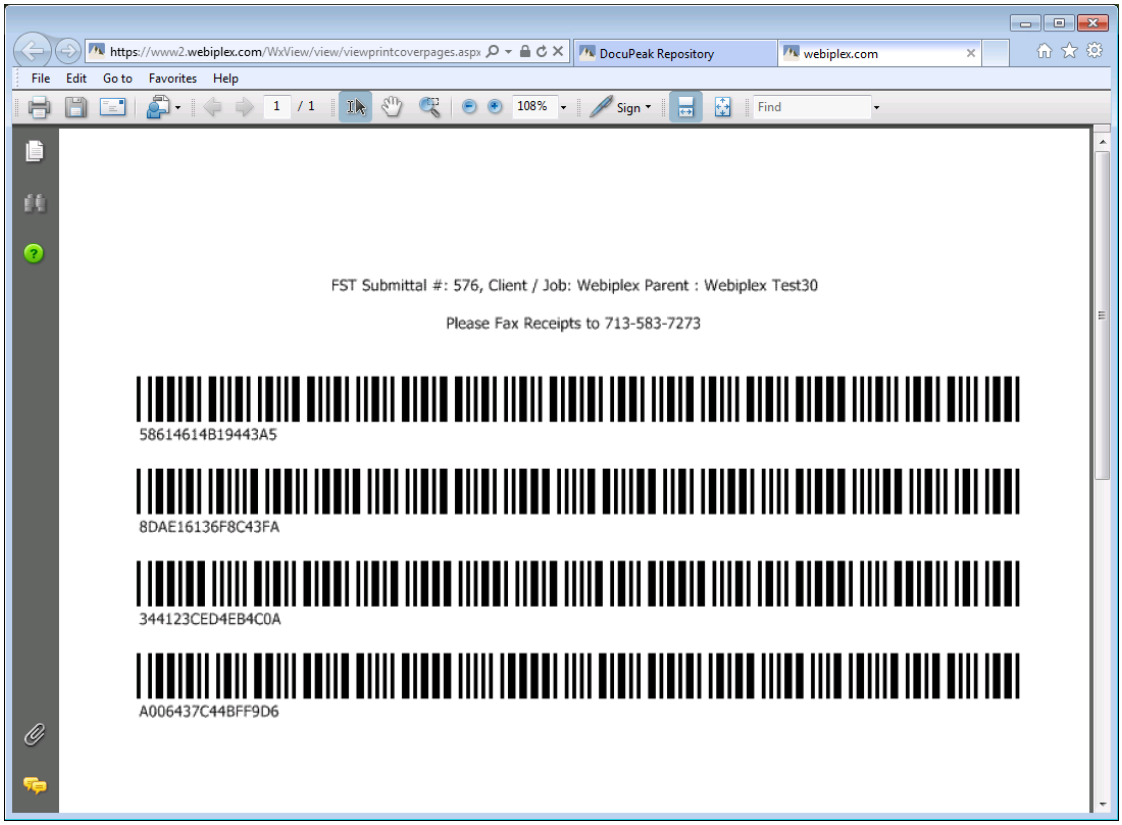
** If you do not see a labor/expense item, please contact your Cenergy Representative.

Add Attachments - Fax

Once the FST has been saved and an FST number is assigned, receipts can be faxed in.

- Click the checkbox to the left of the FST that needs receipts submitted, then click ***Print FAX Cover Sheet***

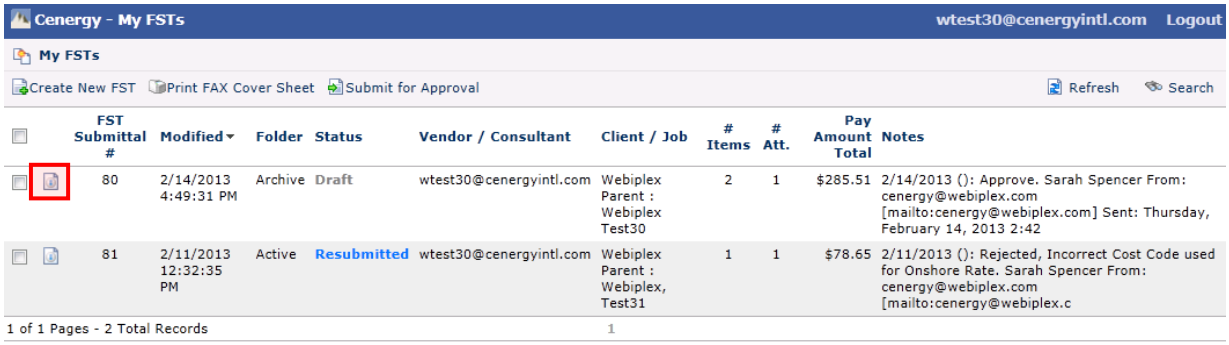
- A barcode cover page will open in a new tab



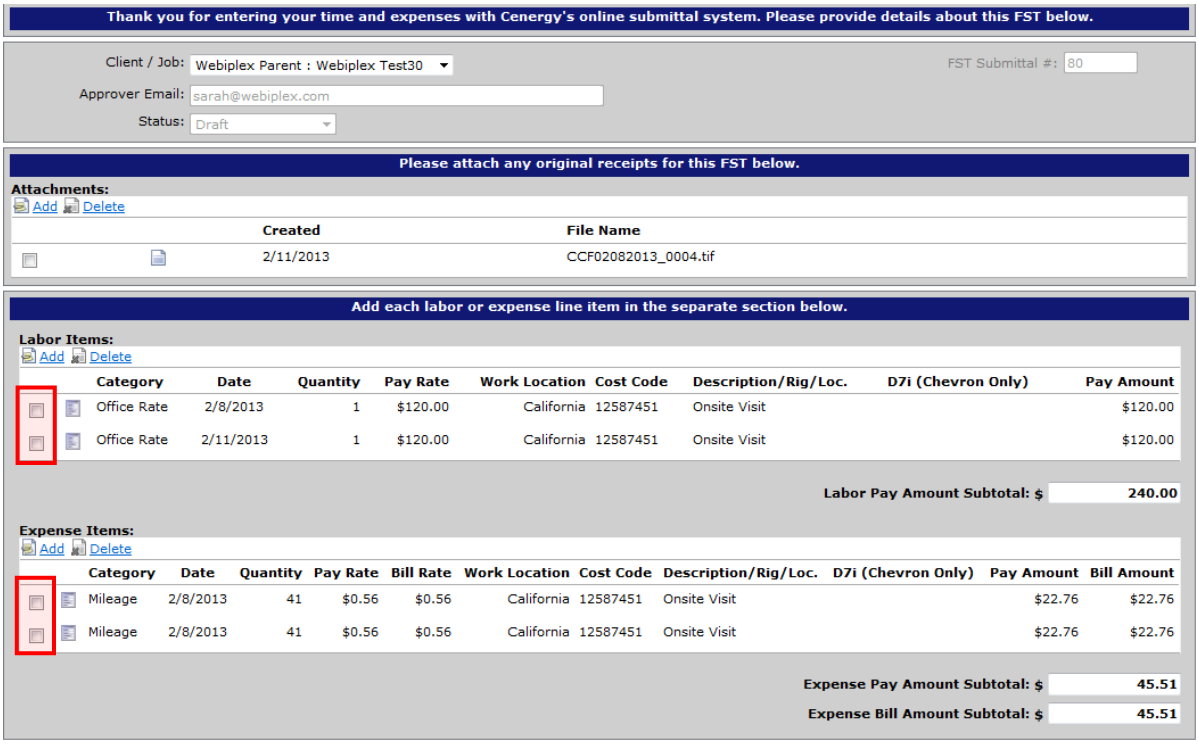
- Print the barcode cover page, and place on top of all receipts as the first page
- **Fax the receipts to (713) 583-7273**
- The fax will be processed, and the receipts will be automatically attached to the FST based on the barcode cover page
- Return to the FST Dashboard to verify that the receipts were successfully received; please allow 10 minutes for this process to complete; if you don't see the attachment after 10 minutes, please contact your Cenergy representative
    - The # Att field will update from 0 to 1 once the receipts are successfully received

Editing a Draft FST

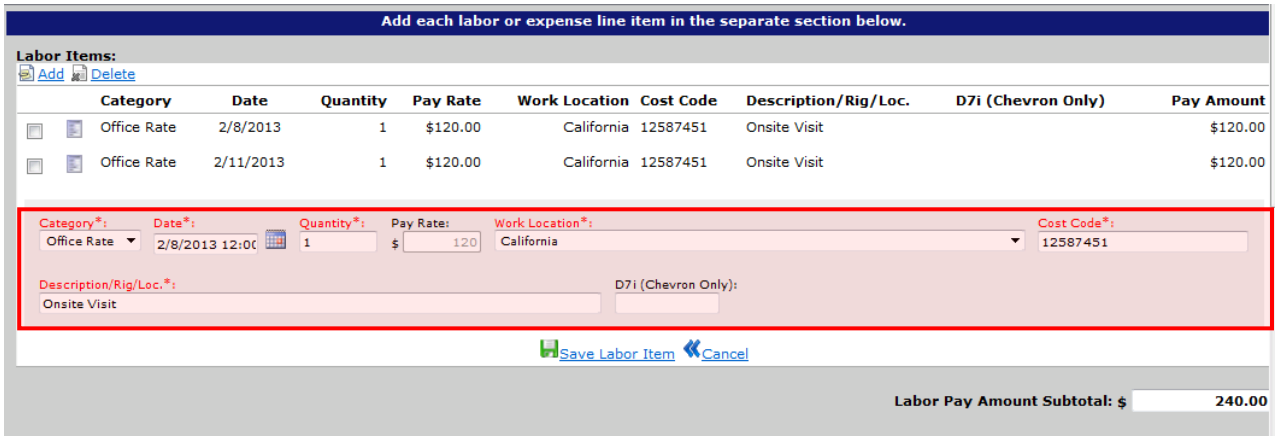
- To edit an existing FST, click on the icon between the check box and the FST Submittal # column. This will open the FST.


Cenergy - My FSTs
wtest30@cenergyintl.com Logout
My FSTs
Create New FST
Print FAX Cover Sheet
Submit for Approval
Refresh
Search
FST Submittal # | Modified | Folder | Status | Vendor / Consultant | Client / Job | # Items | # Att. | Pay Amount Total | Notes
80 | 2/14/2013 4:49:31 PM | Archive | Draft | wtest30@cenergyintl.com | Webiplex Parent : Webiplex Test30 | 2 | 1 | $285.51 | 2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
81 | 2/11/2013 12:32:35 PM | Active | Resubmitted | wtest30@cenergyintl.com | Webiplex Parent : Webiplex, Test31 | 1 | 1 | $78.65 | 2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records

- Click the icon for the Labor or Expense item that you wish to edit


Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.
Client / Job: Webiplex Parent : Webiplex Test30
FST Submittal #: 80
Approver Email: sarah@webiplex.com
Status: Draft
Please attach any original receipts for this FST below.
Attachments:
Add Delete
Created | File Name
2/11/2013 | CCF02082013_0004.tif
Add each labor or expense line item in the separate section below.
Labor Items:
Add Delete
Category | Date | Quantity | Pay Rate | Work Location | Cost Code | Description/Rig/Loc. | D7i (Chevron Only) | Pay Amount
Office Rate | 2/8/2013 | 1 | $120.00 | California | 12587451 | Onsite Visit | $120.00
Office Rate | 2/11/2013 | 1 | $120.00 | California | 12587451 | Onsite Visit | $120.00
Labor Pay Amount Subtotal: $ 240.00
Expense Items:
Add Delete
Category | Date | Quantity | Pay Rate | Bill Rate | Work Location | Cost Code | Description/Rig/Loc. | D7i (Chevron Only) | Pay Amount | Bill Amount
Mileage | 2/8/2013 | 41 | $0.56 | $0.56 | California | 12587451 | Onsite Visit | $22.76 | $22.76
Mileage | 2/8/2013 | 41 | $0.56 | $0.56 | California | 12587451 | Onsite Visit | $22.76 | $22.76
Expense Pay Amount Subtotal: $ 45.51
Expense Bill Amount Subtotal: $ 45.51

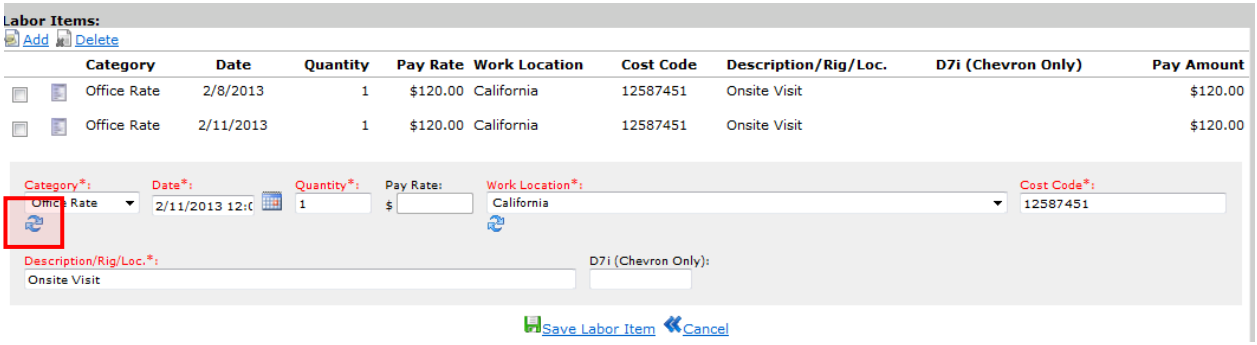
- The previously entered data will open. Edit the record, and then click “Save Labor Item”.


Add each labor or expense line item in the separate section below.
Labor Items:
Add Delete
Category | Date | Quantity | Pay Rate | Work Location | Cost Code | Description/Rig/Loc. | D7i (Chevron Only) | Pay Amount
Office Rate | 2/8/2013 | 1 | $120.00 | California | 12587451 | Onsite Visit | $120.00
Office Rate | 2/11/2013 | 1 | $120.00 | California | 12587451 | Onsite Visit | $120.00
Category*: Office Rate
Date*: 2/8/2013 12:0
Quantity*: 1
Pay Rate: $ 120
Work Location*: California
Cost Code*: 12587451
Description/Rig/Loc.*: Onsite Visit
D7i (Chevron Only):
Save Labor Item
Cancel
Labor Pay Amount Subtotal: $ 240.00

- Once all changes are made, save the FST.

FST Refresh Buttons

- When a change is made to the Cenergy internal system while you are editing or updating an FST, you may be required to refresh the line item you are trying to enter.
- If, for instance, the pay rate or item does not appear, click on the “Refresh” icon to the right of the field to update all of the related fields.



Submitting the FST for Approval

- Once all attachments, Labor Items and Expense Items have been added; select the checkbox to the left of the record and click ***Submit for Approval***.

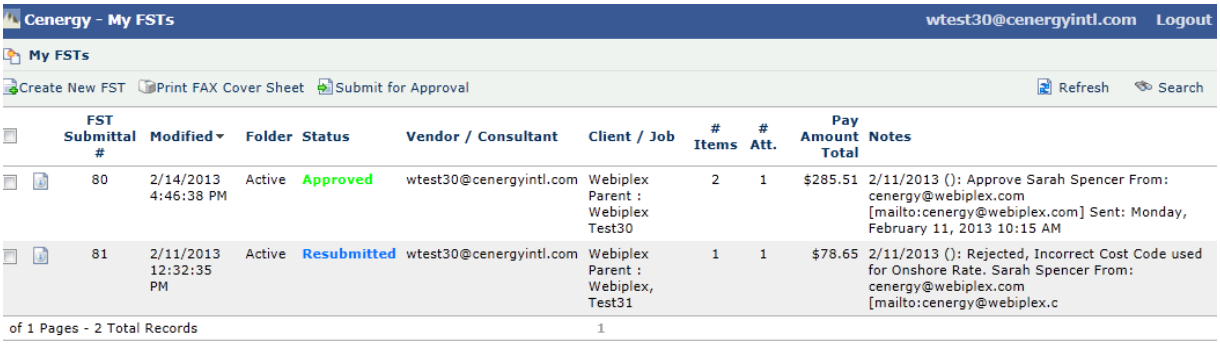
Cenergy - My FSTs
wtest30@cenergyintl.com Logout
My FSTs
Create New FST
Print FAX Cover Sheet
Submit for Approval
Refresh
Search
FST Submittal # Modified Folder Status Vendor / Consultant Client / Job # Items # Att. Pay Amount Total Notes
80 2/14/2013 4:49:31 PM Archive Draft wtest30@cenergyintl.com Webiplex Parent : Webiplex Test30 2 1 $285.51 2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
81 2/11/2013 12:32:35 PM Active Resubmitted wtest30@cenergyintl.com Webiplex Parent : Webiplex, Test31 1 1 $78.65 2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records

- This will update the status of the FST from ***Draft*** to ***Submitted for Approval***. An email notification will be sent to the approver letting them know there is an FST pending their approval.
- You may only edit FSTs in “Draft” status

Cenergy - My FSTs
wtest30@cenergyintl.com Logout
My FSTs
Create New FST
Print FAX Cover Sheet
Submit for Approval
Refresh
Search
FST Submittal # Modified Folder Status Vendor / Consultant Client / Job # Items # Att. Pay Amount Total Notes
80 2/14/2013 4:40:47 PM Active Sent for Approval wtest30@cenergyintl.com Webiplex Parent : Webiplex Test30 2 1 $285.51 2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
81 2/11/2013 12:32:35 PM Active Resubmitted wtest30@cenergyintl.com Webiplex Parent : Webiplex, Test31 1 1 $78.65 2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records

Reviewing FSTs

- Once the approver has reviewed the request, the status will be updated to either Approved or Rejected and the request will be sent to Cenergy for final review



Cenergy - My FSTs wtest30@cenergyintl.com Logout

My FSTs

Create New FST | Print FAX Cover Sheet | Submit for Approval | Refresh | Search

		FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
☐		80	2/14/2013 4:46:38 PM	Active	Approved	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
☐		81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

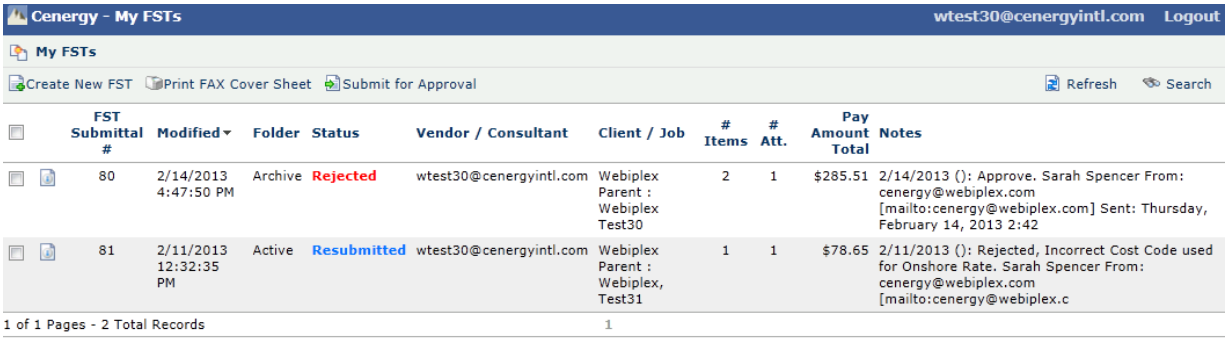
of 1 Pages - 2 Total Records 1

Rejected FSTs - Approver

- If the FST was rejected, the approver will provide a reason for the Rejected status.
- To view the reject reason, you can look at the ***Notes*** column on the FST list, or you can open the record and look in the ***Approver Response*** section

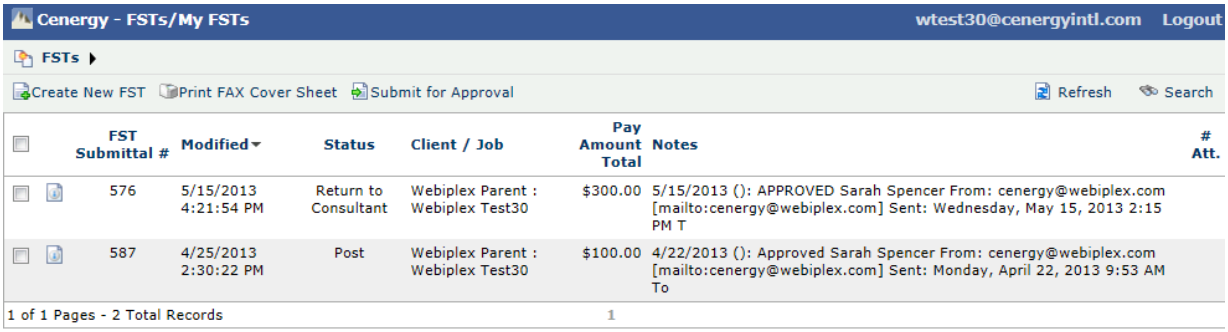
For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy
Approver Response:
Cenergy Notes:
Time: 5/15/2013 3:48 PM
Rejected. Please add mileage for 3/16/2013.
Sarah Spencer
From: cenergy@webiplex.com [mailto:cenergy@webiplex.com]
Sent

- Fix the FST per the rejected notes, and click ***Save***
- Follow the Submit Process to resubmit the FST for approval
- The status will be updated to ***Resubmitted***



Rejected FSTs - Cenergy

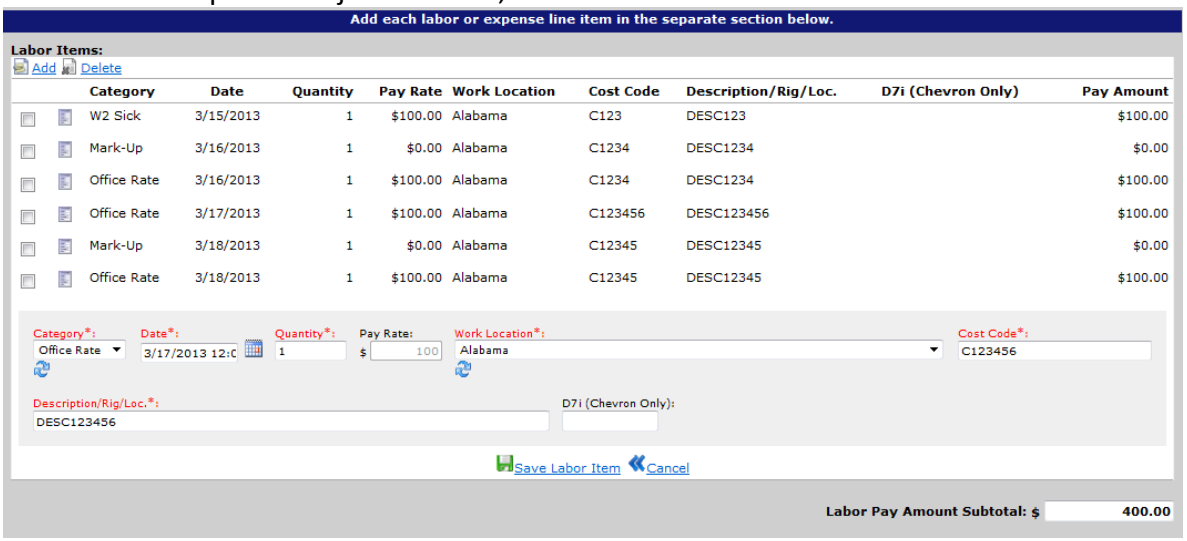
- Once the FST has been approved by the Approver, it will be sent for final review by a Cenergy CSR
- If the Cenergy CSR finds something wrong with the FST, they have the option of ***Return to the Consultant*** or ***Resubmit to Approver***
    - Return to Consultant – This will return the FST to the Consultant to update/make the requested changes
    - Resubmit to Approver – The Cenergy CSR was able to update the FST, but needs the request to be Re-Approved by the Approver



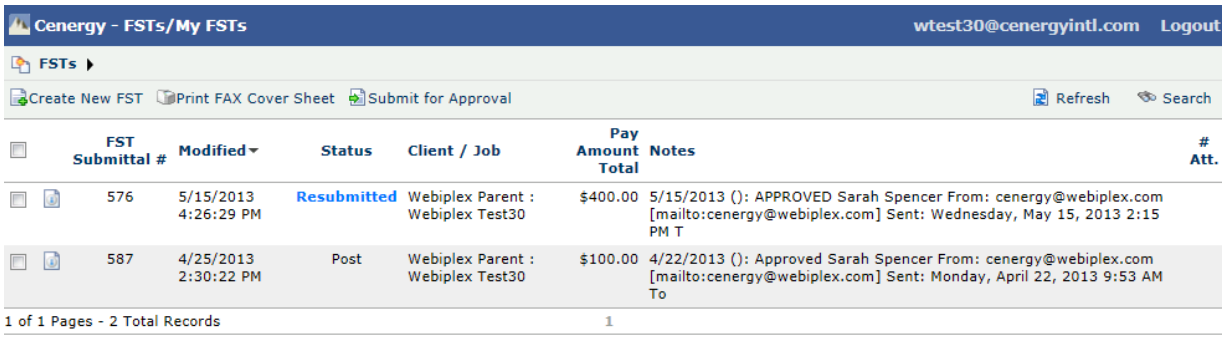
- To view the Cenergy Notes, open the FST to view the ***Cenergy Notes*** section

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy
Approver Response:
Time: 5/15/2013 4:19 PM
APPROVED
Sarah Spencer
Cenergy Notes:
Time: 5/15/2013 4:22 PM By: sssupport
Please add work for 3/17/2013. Thanks.

- Fix the FST per the rejected notes, and click ***Save***


Add each labor or expense line item in the separate section below.
Labor Items:
Add Delete
Category Date Quantity Pay Rate Work Location Cost Code Description/Rig/Loc. D7i (Chevron Only) Pay Amount
W2 Sick 3/15/2013 1 $100.00 Alabama C123 DESC123 $100.00
Mark-Up 3/16/2013 1 $0.00 Alabama C1234 DESC1234 $0.00
Office Rate 3/16/2013 1 $100.00 Alabama C1234 DESC1234 $100.00
Office Rate 3/17/2013 1 $100.00 Alabama C123456 DESC123456 $100.00
Mark-Up 3/18/2013 1 $0.00 Alabama C12345 DESC12345 $0.00
Office Rate 3/18/2013 1 $100.00 Alabama C12345 DESC12345 $100.00
Category*: Office Rate
Date*: 3/17/2013 12:C
Quantity*: 1
Pay Rate: $ 100
Work Location*: Alabama
Cost Code*: C123456
Description/Rig/Loc.*: DESC123456
D7i (Chevron Only):
Save Labor Item
Cancel
Labor Pay Amount Subtotal: $ 400.00

- Follow the Submit Process to resubmit the FST for approval
- The status will be updated to ***Resubmitted***


Cenergy - FSTs/My FSTs
wtest30@cenergyintl.com Logout
FSTs
Create New FST
Print FAX Cover Sheet
Submit for Approval
Refresh
Search
FST Submittal # Modified Status Client / Job Pay Amount Total Notes # Att.
576 5/15/2013 4:26:29 PM Resubmitted Webiplex Parent : Webiplex Test30 $400.00 5/15/2013 (): APPROVED Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Wednesday, May 15, 2013 2:15 PM T
587 4/25/2013 2:30:22 PM Post Webiplex Parent : Webiplex Test30 $100.00 4/22/2013 (): Approved Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, April 22, 2013 9:53 AM To
1 of 1 Pages - 2 Total Records
1

FST Status Codes

Draft

- A draft FST is still in progress and has not been submitted for approval.
- Edits to the FST can be made in draft status.

Submit for Approval

- The FST has been submitted to the approver for review.
- No changes can be made to the FST.

Approved

- The approver has reviewed and approved the FST. It is now pending Cenergy Review.

Rejected

- The approver has reviewed and rejected the FST. The approver will give a reason when rejecting the FST.

Resubmitted

- The FST is pending Re-Approval after requested changes were made by the consultant.

Return to Consultant

- At the Cenergy final review, there was a problem with the FST.
- Cenergy has returned the FST for the Consultant to fix, and it must be resent through the entire approval process.

Resubmit to Approver

- At the Cenergy final review, there was a minor change required on the FST.
- Cenergy staff made the adjustment, and returned the FST to the Approver for review and approval.

Mismatch

- When the Approver and Alt Approver submit different responses
  I.e. Approver says Rejected, Alt Approver says Approved

Post

- The FST has been approved by both the Approver and Cenergy, and has been submitted for payment.

Logging out

- To log out, click the Logout button to the right of your user name.

- You will be returned to the Login Screen.